



CALIFORNIA EXPOSITION & STATE FAIR  
DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE:



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CLASSIFICATION: State Fair Worker, Maint

POSITION #:

UNIT #:710

CBID: 12

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME: Mitch Pryor

CLASSIFICATION: Staff Services Manager III

SUPERVISOR SIGNATURE:

DATE:



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POSITION INFORMATION

MISSION OF SECTION: Maintenance

Maintenance and Operations provides all of CAL-Expo with skilled and semiskilled maintenance on all mechanical, plumbing, electrical, and structural systems including fleet maintenance, painting, grounds keeping, and material handling. Providing excellent customer service in support of interim events and CA State Fair.

CONCEPT OF POSITION: Perform a variety of equipment and building maintenance in support of all events at CAL-Expo

This position supports the California Exposition and State Fair's mission by performing a variety of skilled and semi-skilled work in the operations, maintenance, and repair of facility buildings. Perform work in inclement weather, alternating schedules of weekends and nights applying various skills and knowledge in several building trades to assist and facilitate the facility expertise required to set-up and take down various interim events, Fairs, Concerts, and trade shows in fast paced and fun environment.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY): Has the physical agility to climb and work off ladders, work on their hands and knees for prolonged periods of time, lift and carry a minimum of 70 pounds, work unassisted if necessary and work standing throughout the work day.

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|---|---|
| <input type="checkbox"/> DESIGNATED UNDER CONFLICT OF INTEREST CODE<br><input type="checkbox"/> REQUIRED TO CARRY A BLACKBERRY/IPHONE<br><input type="checkbox"/> CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):<br><input checked="" type="checkbox"/> PARTICIPATION IN DMV PULL NOTICE PROGRAM<br><input type="checkbox"/> REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS<br><input type="checkbox"/> WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC<br><input checked="" type="checkbox"/> PERIODIC OVERTIME<br><input checked="" type="checkbox"/> MAY BE REQUIRED TO RESPOND AFTER WORK HOURS<br><input checked="" type="checkbox"/> PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND<br>(EXPLAIN) | <input type="checkbox"/> MAY REQUIRE ANNUAL MEDICAL EVALUATION<br><input type="checkbox"/> MAY REQUIRE DRUG TESTING<br><input type="checkbox"/> BACKGROUND CHECK/FINGERPRINT CLEARANCE<br><input checked="" type="checkbox"/> OPERATES HEAVY MOTORIZED VEHICLES<br><input checked="" type="checkbox"/> WORKS AT ELEVATED HEIGHTS<br><input type="checkbox"/> PROLONGED PERIODS OF (CHECK ALL THAT APPLY):<br><div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> SITTING</span> <span><input checked="" type="checkbox"/> STANDING</span> <span><input type="checkbox"/> KNEELING</span> <span><input checked="" type="checkbox"/> BENDING</span> <span><input type="checkbox"/> LIFTING</span> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> OTHER (ATTACH EXPLANATION)         </div> |
|---|---|

|   |  |                  |             |
|---|--|------------------|-------------|
| SUPERVISION EXERCISED (CHECK ONE):  |  |                  |             |
| <input type="checkbox"/> NONE   | <input type="checkbox"/> SUPERVISOR  | LEAD PERSON      | TEAM LEADER |
| FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES: |  |                  |             |
| # OF POSITIONS:   | CLASS CODES:   | CLASSIFICATIONS: |             |
|   |  |                  |             |
| FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:        |  |                  |             |
| # OF POSITIONS:   | CLASS CODES:   | CLASSIFICATIONS: |             |
|   |  |                  |             |
| RESPONSIBILITIES OF POSITION  |  |                  |             |
| ESSENTIAL FUNCTIONS:  |  |                  |             |
| 40 %  | Assist journey level HVAC Engineer and Journey Level Plumbing staff to operate, inspect, maintain, and repair HVAC and plumbing systems. Perform miscellaneous minor building construction and repair. Assist in the performance of Maintain, install, operate and repair electrical controls, and various plumbing apparatus commonly found in commercial buildings. Operate and maintain plumbing lines, water supply, gas, HVAC systems such as; boilers, heaters, air conditioners, chillers, and ventilation systems. Maintains, filters, bearings, belts, coils, and fans. |                  |             |
| 25%   | Assist journey level carpentry staff to set up and take down site fencing, temporary wall structures, repair barn stalls and decking, assist with door repairs, gate repair, furniture repair, stage building and take down.   |                  |             |
| 20%   | Assist journey level Electrical staff to set up and take down temporary power in support of Fairs and Events. Assist in the staging, connection, and monitoring of electrical transformers and switch gear. Works with voltages ranging from single phase 24volt to 480volt three phase  |                  |             |

|                     |   |
|---------------------|---|
| 10 %                | Assists Event Services in the support and execution of interim events and the State Fair. Assists in maintaining grounds in proper condition during and in between events, placing tables and chairs, operating sweepers, blowers, and lift equipment in support of the various events and Fairs throughout the year. |
| MARGINAL FUNCTIONS: |   |
| 5 %                 | Other duties as assigned.   |